

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **WORKING SUPERVISOR**

Jurisdictional Class: **Non-Competitive**
Date Adopted: **Unknown**
Date Revised: **June 27, 1997; 10/15/03**
Jurisdictions: **County & Villages**
Union Status: **CSEA (County)**
Pay Grade: **13 (County); varies in villages**

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of ordinary difficulty involving responsibility for acting as work leader over a group of laborers and/or Motor Equipment Operators engaged in highway construction and maintenance work. A Working Supervisor serves as a “straw boss” and as such actively participates in work projects being carried on. However, it does involve the planning and assigning of work based upon instruction received from the Public Works Supervisor or Public Works Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Leads and participates in the construction of gravel, macadam, asphalt, or concrete road;
Leads and participates in excavation, drainage and embankment projects;
Leads and participates in the cleaning of ditches, culverts, basins, and miscellaneous work in the water distribution system of the county;
Leads and participates in the cutting of brush, trimming of trees, and setting of guide posts;
Leads and participates in snow removal activities;
Leads and participates in ordinary building cleaning and maintenance tasks;
May operate a truck in connection with above work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to supervise the work of other employees engaged in routine tasks; ability to understand and follow oral and written directions; ability to get along well with others; ability to keep records and make reports; dependability; physical endurance.

MINIMUM QUALIFICATIONS:

One (1) year of experience in general labor or construction work or road work.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Motor Vehicle operator’s license or otherwise demonstrate the ability to meet the travel needs of the job.